

GIC Meeting with Tree Board and VMNH | April 14, 2025

Martinsville Municipal Building, Rm 208, with attendees via Webex Virtual Meeting Platform

Objective: To discuss and plan logistics regarding Earth Day “Tree Celebration” Event on Tuesday, April 22nd, with representatives from the Global Infrastructure Center, the Virginia Museum of Natural History, and the Martinsville Tree Board

I. Flyer – final submitted by Anna for approval

- a. “Tree Giveaway” changed to “Tree Celebration” for inclusivity
- b. Send to city (Miyah) for distribution, social media posting

II. Logistics

- a. Tree Staging – 60 total trees: keep in truck, pull to right side of building
 - i. Bring forward 1 tree of each type for viewing
- b. Stations/Roles
 - i. At least two people at each station:
 - 1. Sign In: “Start Your Tree Journey Here” - signage from museum
 - 2. Education, Tree Species - Heather, Christine
 - a. Will require a third to handle paperwork
 - 3. Tree Loading - Dean, Kendall
 - ii. Media/Photos - Miyah or city rep
- c. Timing
 - i. Set up – 1-3pm
 - ii. Event – 3-7pm
 - iii. Clean up – 7-7:30pm
- d. Materials
 - i. Brochures, handouts –
 - 1. Small handouts can be printed by city
 - 2. GIC will bring
 - a. large printouts (maps, displays) - Jessica

- b. “Certificate of Tree Adoption” - Kendall
- ii. Flow Map – Jessica will sketch out a basic “map” indicating traffic/event flow
- iii. Forms – by Miyah
 - 1. Contact sheet – at sign in table
 - a. collect phone numbers/emails to keep public up-to-date with Tree Board, get total # of attendees
 - 2. “Tree Commitment Form” - use this to follow up on trees planted
 - a. Confirm physical address is in Martinsville City
 - b. Trees available through GIC grant funding specifically for citizens of Martinsville (not Henry Co, etc)